

CARROLL COMPOSITE SQUADRON CADET CORPS

# Cadet Basic Training Workbook



Name: \_\_\_\_\_

## **Overview**

This workbook has been designed as part of your academic curriculum here during CBT. This book will not be collected by your Training Instructor or corrected and returned to you. Instead, it is a tool for you to use to gain knowledge about many of the important topics and skills we will cover these two months.

Hopefully, you will find all of the information in this workbook to be useful. In many sections, portions of the CAP regulations or manuals have been reproduced. *Do not mistake these for the regulations themselves.* If you have a question – look it up! Do not rely on this document as your sole source of information or as an authoritative word on matters pertaining to the administration of CAP.

Your Training Instructors will help you complete the book throughout the cycle. Strive to make every answer correct. To do this you must read the information within. Do not take the easy route and simply wait for your TI's to give you the answers. Doing so is not the character of a cadet with integrity, discipline, or honesty.

Lastly, much of this information will appear on the Leadership test and Final Examination. These examinations are the basis graduation. Discipline yourself and demand excellence and you will succee

## Section One – The History of CAP

Pearl Harbor propelled the United States into World War II, but many Americans saw the Axis threat long before Dec. 7, 1941. Among them were nearly 150,000 men and women involved in aviation.



As early as 1938, they began to argue for the creation of an organization to harness their aviation resources to aid the nation in the event America entered the conflict. Their efforts, led by writer-aviator Gill Robb Wilson and supported by Gen. Henry "Hap" Arnold, resulted in the creation of the Civil Air Patrol on Dec. 1, 1941 - one week before Pearl Harbor.

First organized under the Office of Civilian Defense, headed by former New York Mayor Fiorello LaGuardia, Civil Air Patrol members became the "Minutemen" of World War II, volunteering their time, resources, and talents to defend the nation's borders and fill the gaps as men and resources were being mobilized to fight abroad.

The War Department, especially the Army Air Forces, recognized the important roles performed by CAP. In April 1943, CAP was reassigned from the Office of Civilian Defense to the War Department and placed under the jurisdiction of the Army Air Forces.



These Flying Minutemen, all volunteers, performed valiantly during the war. They performed many missions including coastal patrol to search for enemy submarines, search and rescue missions throughout the United States, cargo and courier flights to transfer critical materials and personnel, and even towing targets so Army Air Corps personnel could practice air-to-air gunnery techniques - a very risky mission with new gunners.

In all, these volunteers amassed a stunning record - flying more than half-a-million hours, sinking two enemy submarines, and saving hundreds of crash victims. A thankful nation recognized the vital role CAP played during the war and understood the organization could continue to provide invaluable help to both local and national agencies.

On July 1, 1946, President Harry Truman signed Public Law 476 that incorporated CAP as a benevolent, nonprofit organization. And on May 26, 1948, Congress passed Public Law 557 that permanently established CAP as the Auxiliary of the new U.S. Air Force. This law also gave the Secretary of the Air Force the authority to provide financial and material assistance to the organization.



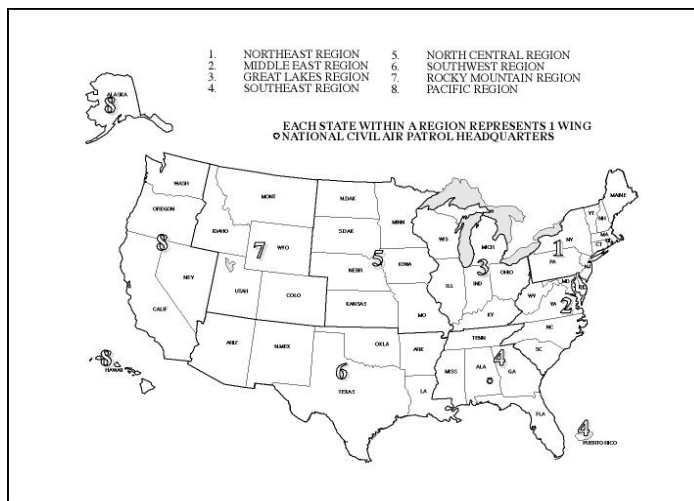
### **Section One Review Questions**

1. Civil Air Patrol was formed one week before \_\_\_\_\_ – an event that was a major factor in the United States entering into World War II.
2. The Civil Air Patrol has served under a number of different agencies. Circle the agencies that CAP has been a part of:
  - The US Navy
  - The Department of Transportation
  - The Office of Civil Defense
  - The US Army
  - The US Air Force
  - The Army Air Forces
3. Since CAP was founded in 1941, what anniversary did it celebrate in 2001? \_\_\_\_\_
4. ☐ True ☐ False: Public Law 476 made CAP the official auxiliary of the United States Air Force?
5. Place an “x” next to the missions you could have performed had you been one of CAP’s “flying minutemen” during World War II.
  - ☐ Target Towing
  - ☐ Search and Rescue
  - ☐ Submarine patrols and bombing
  - ☐ Courier services
  - ☐ Material transport
  - ☐ Air Combat Patrols
6. President Harry S. Truman is famous for making the decision to drop nuclear bombs on the Japanese cities of Hiroshima and Nagasaki. To CAP members he is also famous because:  
\_\_\_\_\_  
\_\_\_\_\_
7. There were two people who were very involved in starting Civil Air Patrol. One served as CAP's first National Commander and was named \_\_\_\_\_. The other was a writer who has now had the Level V Senior Training Award named after him. He was \_\_\_\_\_.

## Section Two – The Organization of CAP

The Civil Air Patrol is a civilian organization but, as the civilian Auxiliary of the U.S. Air Force, it comes as no surprise that it is organized along military lines. CAP is organized into eight geographic regions. These regions are subdivided by the states falling within their boundaries. Each state has a CAP wing. Additionally, the District of Columbia and Commonwealth of Puerto Rico also have CAP wings.

These 52 wings are then subdivided into groups, squadrons, and flights, depending on their size. There are more than 1,700 CAP units, half of which are composite squadrons or squadrons that have both senior and cadet members.



The highest governing body of CAP is the Board of Governors, chaired by an elected member of the Board. It is made up of 4 USAF appointed members, 4 CAP appointed members and 3 selected from any Federal agency, private corporation, or non-profit organization that have an interest in aviation or CAP. Two of the CAP members are the National Commander and the National Deputy Commander. The National Commander position is held by a CAP Brigadier General elected by the members of the National Board.



One of the 4 appointed USAF members is the Senior Air Force Advisor. The advisor's position is held by an active-duty Air Force Colonel who, in addition to serving as the Senior Air Force Adviser, is responsible for all active duty and Department of Defense (DoD) civilian employees who provide liaison oversight and advice to the CAP organization. In this capacity, the Senior Air Force advisor is also the CAP-USAF Commander.

Sound confusing? It's really not. When Congress enacted Public Law 557 in 1948, they determined that active-duty Air Force personnel should be assigned to provide advice and assistance to the organization. Hence, Headquarters CAP-USAF was established.



In addition to the Air Force staff at CAP's National Headquarters, CAP Liaison regions have a small staff headed by a commander and a staff of six other officers, NCOs and DoD civilians who perform aerospace education and training, logistics, and administration and operations functions.

The members of the CAP-USA unit fall under the command of Air University. Air University is the Air Force organization responsible for operating many of the schools such as Air War College and Squadron Officers School. Air University in turn reports to the commander of the Air Education and Training Command (AETC).

Each of the 52 wings also has a Liaison Noncommissioned Officer and some also have a Liaison Officer - both of whom are retired U.S. Air Force members.

Within each Wing are the individual units that are the lifeblood of CAP. There are three types of CAP squadrons: Cadet, Composite, and Senior squadrons. Each type of squadron serves a special purpose in furthering the CAP mission.

Cadet squadrons are comprised mainly of cadets and of seniors who directly work with cadets. The squadron typically focuses on cadet training and cadet advancement. The senior members advance their training through a separate Senior Member training program.

Senior squadrons are comprised entirely of senior members. Cadets may not belong to a senior squadron. Senior squadrons tend to focus on furthering the expertise of their members and on advancement through the Senior Training Program.

A Composite squadron combines the two previous types of squadrons into one. In this type of unit, cadets and senior operate their training programs side by side. They also assist each other in accomplishing the missions of CAP. In a Composite unit, the Deputy Commander for Cadets (DCC) tends to oversee the cadet training program, while the Deputy Commander for Seniors (DCS) oversees the senior program.

"As the active force draws down, the Air Force will engage in increased burden-sharing with its Guard, Reserve and Auxiliary (CAP) components. It is critical that U.S. Air Force installation and unit commanders provide priority support to CAP--which in turn enhances CAP mission readiness and a payback in increased mission support to the Air Force by its civilian Auxiliary."

Mr. Bryan Sharratt  
Deputy Assistant Secretary of the Air Force



Beneath the squadron level is the CAP Flight. A unit that is in "flight status" may only remain that way for a short period of time before the unit must either meet "squadron status" or be deactivated. New CAP units frequently start out as a flight beneath an established CAP unit. If a squadron's strength falls below 15 members, that squadron is downgraded to a flight. When this happens, the unit must recruit enough new members to regain their squadron status or the unit may be

deactivated in accordance with CAP regulations.

## **Section Two Review Questions**

1. There are three types of units in CAP:
  - S \_\_\_\_\_
  - C \_\_\_\_\_
  - C \_\_\_\_\_
2. The Board of Governors is made up of the \_\_\_\_\_ Air Force Members, \_\_\_\_\_ CAP Members and \_\_\_\_\_ others.
3. The Commander of CAP-USAF is also the \_\_\_\_\_.
4. The Headquarters of CAP is located at Maxwell AFB, Alabama. This base is also home to Air University, which falls under the direction of what Major Command (MAJCOM)?  
\_\_\_\_\_
5. Why is it important to keep recruiting new members and to retain current ones if you want your unit to stay a squadron?  
\_\_\_\_\_  
\_\_\_\_\_
6. There are 52 CAP Wings. Each state has a wing and where do the other two come from? \_\_\_\_\_
8. Identify all the Wings in your Region:

In \_\_\_\_\_ Region, there are \_\_\_\_\_ Wings and they are:



## Section Three – The CAP Cadet Program

The CAP Cadet Program accepts young men and women who meet certain eligibility requirements. As a cadet, you participate in a program based on a military model that has been derived from CAP's status as the Air Force's official auxiliary. Through dedication and achievement, you can promote and gain more responsibility and duties as you progress through the Cadet Program.

### **Membership**

To join, a young person must be:

- 12-years old OR 11 years old AND enrolled in sixth grade
- be under 18-years old (you may remain a cadet until your 21st birthday, however)
- a U.S. citizen or an alien admitted for permanent residence
- of good moral character
- have a satisfactory academic record
- be approved by the unit Membership Committee

New members apply on a CAPF 15, which must be signed by the applicant, his/her parents, and the Unit Commander (or designee).

### **Program Management**

On 01 June 99, National Headquarters issued a new directive that changes how the Cadet Program is managed. The new regulation is Civil Air Patrol Regulation 52-16 (CAPR 52-16). This regulation instructs CAP commanders on how to carry out the cadet program. As a cadet, you should become familiar with this regulation and its requirements. The revised program has 16 achievements divided up into four phases. Achievements 1-8 are named after historic aviators, while achievements 9-16 are named after different staff positions. Between the upper phases there are also "milestone" awards that recognize the effort and dedication it takes to get to those levels. You can view this regulation, and all of CAP's publications online at <http://www.capnhq.gov>.

To earn a promotion each cadet must do the following for each promotion except the first:

- Pass an Aerospace Education test with a score of 70% or higher
- Pass a Leadership test with a score of 70% or higher
- Attend at least 50% of the Moral Leadership sessions during the promotion period
- Pass the Cadet Physical Fitness Test (CPFT)
- Participate actively in the unit
- Wait at least 60 days between promotions

### **Phase One – The Learning Phase**

The first phase of the Cadet Program focuses heavily on learning about being a CAP cadet. New cadets learn about followership, drill, uniform wear, and the beginnings of aviation. You receive most of your Phase One instruction during CBT. There are four grades associated with this phase:

- New member = Cadet Airman Basic (C/AB)





- Complete Achievement One = Cadet Airman (C/Amn)
- Complete Achievement Two = Cadet Airman First Class (C/A1C)
- Complete Achievement Three = Cadet Senior Airman (C/SrA)

At the completion of Achievement Three, the cadet receives a certificate signifying their completion of Phase One and their passage into the CAP Cadet NCO Corps.

### **Phase Two – The Leadership Phase**

During this phase, cadets begin to exercise their leadership abilities by becoming Non-Commissioned Officers (NCO's). As a NCO, the cadet must become a "participant-leader" and work with both his/her commanders and followers to accomplish the mission. It is the NCO that executes the plans and vision of the higher echelon officers. There are five grades associated with this phase:

- Complete Achievement Four = Cadet Staff Sergeant (C/SSgt)
- Complete Achievement Five = Cadet Technical Sergeant (C/TSgt)
- Complete Achievement Six = Cadet Master Sergeant (C/MSgt)
- Complete Achievement Seven = Cadet Senior Master Sergeant (C/SMSgt)
- Complete Achievement Eight = Cadet Chief Master Sergeant (C/CMSgt)



To leave this phase a cadet must pass a 100-question Aerospace/Leadership examination. Passing this difficult test will earn you the prestigious *General Billy Mitchell Award* and subsequent promotion to Cadet Second Lieutenant.

### **Phase Three – The Command Phase**

Having left the ranks of the Cadet NCO Corps you have now entered the realm of the CAP Cadet Officer Corps. Expectations are beginning to grow even higher as your professionalism and demeanor are constantly under review. Only a select percentage of dedicated cadets reach this level. As a Phase Three cadet you will begin to conduct long range planning for your unit and you will be responsible for more and more personnel. There are two grades in this phase:



- Complete the Mitchell Award = Cadet Second Lieutenant (C/2d Lt)
- Complete Achievement 10 = Cadet First Lieutenant (C/1t Lt)

Another milestone award, the *Amelia Earhart Award*, marks the end of this phase. To earn this award you must pass another 100 question Aerospace/Leadership test. Passage of the test allows you to be promoted to Cadet Captain.

### **Phase Four – The Executive Phase**

As you enter Phase Four you have made a subtle, yet distinct progression. During the previous phase you were a "junior officer" and as you enter Phase Four you begin to lose that label. As a Phase Four cadet you are expected to plan and have vision of where your unit is going. You no longer execute the specific details, that is what staff members do, instead you make long range plans and direct your unit towards strategic goals. There are two grades in this phase:

- Complete the Earhart Award = Cadet Captain (C/Capt)
- Complete Achievement 14 = Cadet Major (C/Maj)



At the end of this phase you have officially completed the CAP Cadet Program upon earning the *Ira C Eaker Award*. To earn this award, you must have completed all 16 achievements and

have attended National Cadet Officer School, a Region Cadet Leadership School, or completed ECI Course 13.

- Complete the Eaker Award = Cadet Lieutenant Colonel (C/Lt Col)

### **The Final Destination – The Spaatz Award**

For a select few cadets, there will be one more major award in their CAP cadet careers. This award has been named for General Carl A Spaatz, the first Chief of Staff of the USAF. The Spaatz award comprises four tests:

- ◆ A 60 question Aerospace test
- ◆ A 60 question Leadership test
- ◆ A CPFT
- ◆ An essay written on an ethics topic
- ◆ **You may only attempt to pass all four tests three times.**



C/Col James McCloud receives Spaatz #1376 from USAF Chief of Staff, General Michael Ryan and CAP National Commander, BGen James Bobick

Because of the “three test limit,” many cadets attempt the Spaatz but few achieve it. According to The Spaatz Association’s website ([www.spaatz.org](http://www.spaatz.org)) there have *been only 1,400 Spaatz awards earned in the past 25 years.*

### **Other Cadet Opportunities**

The CAP Cadet Program offers you a wealth of opportunities and experiences that shouldn’t be missed. These opportunities include special activities, flight training, and scholarships.

*Special Activities* – Each year different echelons offer a wide range of special activities.

- Wing - Encampment, NCOS, Volleyball Competition, Color Guard Competition, Ski Trip, and Solo Encampment are some of the activities offered at the Wing level.
  - Region – Region Cadet Leadership School, Cadet Conference, Region Conference
  - National – These activities tend to be during the summer and are typically structured to familiarize cadets with the USAF.
- |   |   |
|---|---|
| ⇒ Air Force Space Command Familiarization Course            | ⇒ National Blue Beret   |
| ⇒ Air Force Pararescue Jumping Orientation Course           | ⇒ Hawk Mountain Ranger School                                   |
| ⇒ Air Education and Training Command Familiarization Course | ⇒ National Flight Academies                                     |
| ⇒ National Cadet Officer School                             | ⇒ National Glider Academies                                     |
| ⇒ National Non-Commissioned Officer School                  | ⇒ Embry-Riddle Aeronautical University Orientation Course       |
| ⇒ National Ground Search and Rescue School                  | ⇒ Jacksonville University/Comair Academy Airline Training Track |
|   | ⇒ National Cadet Competition                                    |
|   | ⇒ International Air Cadet Exchange                              |

*Flight Training* – Training towards a Private Pilot’s license is available to all CAP cadets that meet FAA qualifications. Cadets typically must pay for their flight time, but that cost is at a huge discount over commercial instruction schools. Solo Encampment is a good way to get started on your flying qualifications.

*Scholarships* - Money for college and flight training is available through CAP scholarships. Specific qualifications and the different opportunities are outlined in CAPR 52-16.

# CAP Cadet Program Achievement Specifications and Awards

PHASE	ACHIEVEMENT	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
<b>MOTIVATION</b>	Orientation					Airman Basic C/AB
<b>PHASE I</b> THE LEARNING PHASE	1. General J.F. Curry	80 Points on CPFT	Chapter 1			Airman C/Amm
	2. General H. H. "Hap" Arnold	95 Points on CPFT	Chapter 2	Any Chapter		Airman 1st Class C/A1C
	3. Wright Brothers	111 Points on CPFT	Chapter 3	Any Chapter		Senior Airman C/SrA
<b>PHASE I CERTIFICATE</b>						
<b>PHASE II</b> THE LEADERSHIP PHASE	4. Captain Eddie Rickenbacker	126 Points on CPFT	Chapter 4	Any Chapter		Staff Sergeant C/SSgt
	5. Charles A. Lindbergh	141 Points on CPFT	Chapter 5	Any Chapter		Technical Sergeant C/TSGt
	6. General Jimmy Doolittle	156 Points on CPFT	Chapter 6	Any Chapter		Master Sergeant C/MSgt
	7. Dr. Robert H. Goddard	171 Points on CPFT	Chapter 7	Any Chapter		Senior Master Sergeant C/MSMSgt
	8. Neil A. Armstrong	178 Points on CPFT	Writing/Speech Assignment	Comprehensive Leadership/ Aerospace Ed Exam		Chief Master Sergeant C/CMSgt
<b>PHASE III</b> THE COMMAND PHASE	<b>MITCHELL AWARD</b> Must have attended an encampment.					2nd Lieutenant C/2d Lt
	9. Flight Commander	186 Points on CPFT	Chapter 8	2 Chapter Block		
	10. Administrative Officer	201 Points on CPFT	Chapter 9	2 Chapter Block		1st Lieutenant C/1st Lt
	11. Public Affairs Officer	216 Points on CPFT	Chapter 10	2 Chapter Block		
<b>PHASE IV</b> THE EXECUTIVE PHASE	<b>EARHART AWARD</b>			Comprehensive Leadership/ Aerospace Ed Exam		Captain C/Capt
	12. Leadership Officer	231 Points on CPFT	Chapter 11			
	13. Aerospace Ed Officer	246 Points on CPFT	Chapter 12			
	14. Operations Officer	261 Points on CPFT	Chapter 13	2 Chapter Block		Major C/Maj
	15. Logistics Officer	276 Points on CPFT	Chapter 14	2 Chapter Block		
	16. Cadet Commander	291 Points on CPFT	Chapter 15	2 Chapter Block		
<b>EAKER AWARD</b>			CDS (or RCLB or Ed 131) Writing/Speech Assignment			Lieutenant Colonel C/Lt Col
<b>SPAATZ AWARD</b>		300 Points on CPFT	Comprehensive Leadership Exam	Comprehensive Aerospace Ed Exam		Colonel C/Col

**Discussion**

Must Participate in at least half of the moral leadership forums offered since the completion of last achievement.

Must serve as recorder once and discussion leader once during these phases.

Must serve as AE mentor during this phase.

Must serve as AE instructor during this phase.

Must serve as recorder once and discussion leader twice.

### **Section Three Review Questions**

1. The Cadet Program has \_\_\_\_ phases and \_\_\_\_ achievements. To move from one achievement to the next you must wait \_\_\_\_ days.
2. Name the four major milestone awards: \_\_\_\_\_
3. Cadets who are between the grades of C/SSgt and C/CMSgt are considered NCO's. What does NCO stand for and what do they do? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. You must either attend National Cadet Officer School, a Region Cadet Leadership School, or complete ECI Course 13 to earn what award and associated grade? \_\_\_\_\_
5. When you turn 21 years old what must you do? \_\_\_\_\_
6. ( ) True or ( ) False: You must be an officer to attend National Special Activities.
7. Pick the Special Activity that sends you to a foreign country with other CAP cadets and CAP chaperones.
  - ☐ National Blue Beret
  - ☐ Pararescue Jumping Orientation Course
  - ☐ International Air Cadet Exchange
  - ☐ National Cadet Competition
8. Circle the regulation that directs the CAP Cadet Program.  
CAPM 39-1      CAPR 50-15      CAPP 151      CAPR 52-16      CAPM 50-16
9. Write in the four major milestone awards and their corresponding grades:  
Gen B \_\_\_\_\_ C/ \_\_\_\_\_  
A \_\_\_\_\_ C/ \_\_\_\_\_  
Gen I \_\_\_\_\_ C/ \_\_\_\_\_  
Gen C \_\_\_\_\_ C/ \_\_\_\_\_
10. Write down why you joined the CAP Cadet Program. Keep this book and in a few years revisit this section and see if your motivations are the same, similar, or totally different. You may be surprised!

## Section Four - Uniforms

Civil Air Patrol cadets are expected and required to wear the prescribed uniform whenever engaged in CAP activities. However, there are many other youth groups out there who wear uniforms too. Boy Scouts, marching bands, cheerleaders, and sports teams all wear distinctive uniform to set them apart from other groups and to create a unity of appearance. So what is so special about the uniform that CAP cadets wear? The "specialness" comes from being able to wear an authorized version of the uniform that is worn by the United States Air Force!

Being able to wear the Air Force uniform is a privilege extended to us, but it is not a right. For that reason you must always wear the uniform with pride, discipline, and in compliance with all rules and regulations. CAPM 39-1, the CAP Uniform Manual, and its Wing supplements set the standard for uniform wear in CAP. In the following section we will touch on some basic uniform wear issues. You must realize that properly wearing your uniform is one of the most basic and required responsibilities you have as a cadet. Until you can demonstrate mastery of this task, your commanders will be very hesitant to give you any additional duties, responsibilities, or grade!

### *Grooming Standards*

CAPM 39-1 outlines very specific standards that detail how your hair must look and how long it may be. Males must be clean-shaven except for a mustache and females must wear cosmetics that present a conservative appearance.

### *The Basic Service Uniform*

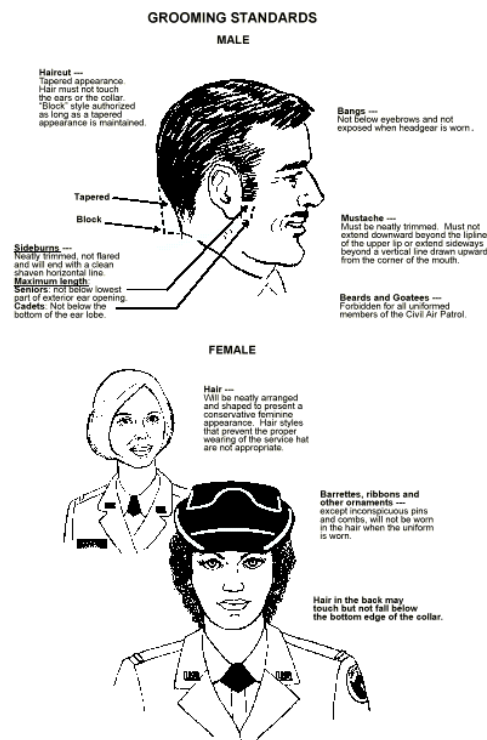
The service uniform is worn when directed by your Commander. Typically there are worn during formal functions, non-strenuous activities, and other times when a dressy appearance is important. The basic minimum service uniform is:

- ❖ Short-sleeve, light blue shirt (males) or blouse (females)
- ❖ Dark blue trousers (female/male) or skirt (female)
- ❖ Blue belt/silver buckle (n/a for skirts or pants without belt loops)
- ❖ Blue flight cap (gender appropriate)
- ❖ Black shoes and socks (females with pants or males) or nylons (nude, black, or suntan shade)
- ❖ Insignia, CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve and flight cap emblem

### *The Basic Utility Uniform*

The utility uniform, or battle dress uniform (BDU's), is worn when you are doing work, strenuous activities, or other times as directed by your Commander. The basic BDU uniform:

- ❖ BDU blouse (with sleeves cuffed or uncuffed as specified by your Commander)



- ❖ BDU pants (bloused over the top of the boot)
- ❖ Black boots
- ❖ BDU cover
- ❖ Blue belt/black buckle
- ❖ Brown T-shirt
- ❖ Insignia, CAP tape, nametape, shoulder patch

### *The CBT Uniform*

The CBT Uniform is the first uniform you will wear in CAP. It will be worn until week four when you will receive the BDU uniform. The Basic CBT Uniform:

- ❖ CBT T-Shirt that's given to you during week one
- ❖ Black or Dark Blue Pants or Shorts (Depending on the weather)
- ❖ Sneakers or other sturdy shoes

### *Wearing of the uniform*

When you wear your uniform you must wear it with pride and properly at all times. You may wear your CAP uniform when conducting CAP duties, attending meetings, flying in orientation flights, or as directed by your unit commander. You may wear your uniform for up to one hour after a meeting or activity ends. You may also wear any jacket over any uniform at a squadron meeting if it is cold outside.

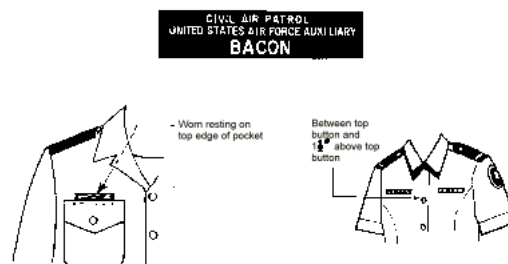
You must not wear your uniform if you are doing any of the following:

- Attend meetings of a group that the U.S. Attorney General has designated as totalitarian, Fascists, Communists, or subversive.
- Participate in any organization that supports denying other people their Constitutional rights by force or violence
- Participate in any group that seeks to alter the Constitution of the United States through unconstitutional means.
- Participating in any rallies, marches, speeches, or other activities not approved by the Air Force. Your presence in the Air Force uniform may lead other to believe that the Air Force supports the cause you are participating in.
- When in private employment or commercial interest where someone may construe your presence as the Air Force supporting your employer or business.
- When engaged in private employment
- Conduct any actions that may discredit upon the Air Force

### *Insignia, accouterments, and placement*

The CAP Uniform manual specifically tells you where the different items go on your uniform. None of the placements are unusually difficult or troublesome, they simply take a little time and care when putting the items on to get them correct. If you are wearing insignia incorrectly you are out of uniform. By the time you are ready to become a NCO, your officers should no longer have to correct these types of items.

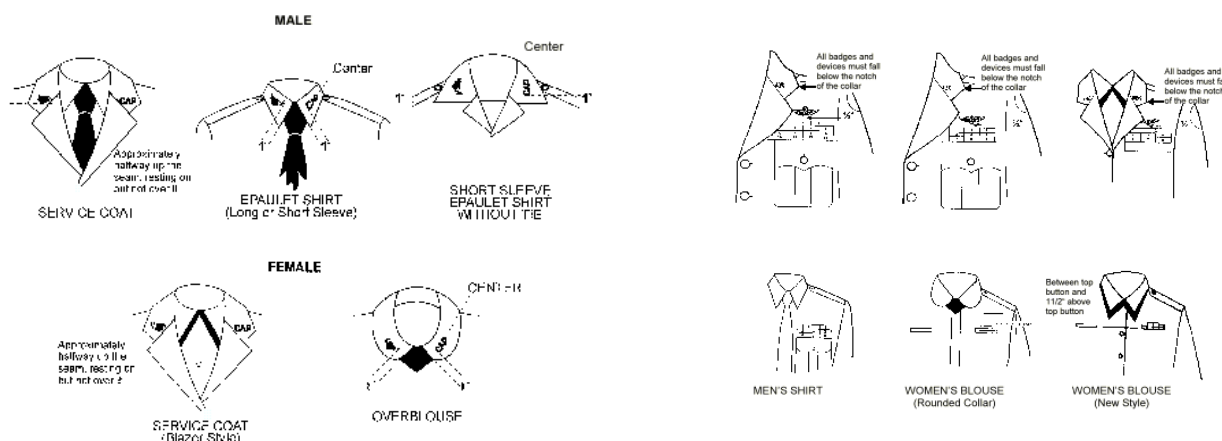
The following placements are for the short-sleeve service uniform:





**Collar Insignia** - Worn one inch from the front edge of the collar and centered. CAP Cutouts must be shiny. Grade insignia is worn on the right and the CAP cutout is worn on the left.

**Nameplates** – On the male uniform, the blue CAP nameplate is placed so it rests on top of, but not over, the right breast pocket. For females, the nameplate Blouse: (pointed-collar) centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button; (rounded collar) center on right side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground.

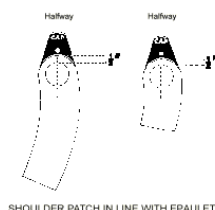


**Ribbons** – For males, the ribbons are placed on the left side and resting along the top of the left breast pocket. For females with the pointed collar blouse, ribbons are centered on left side even with or up to 1 1/2 inches higher or lower than the first exposed button. With the rounded collar blouse, the ribbons are centered on left side 1 1/2 to 2 1/2 inches below bottom of the tab, parallel with ground.

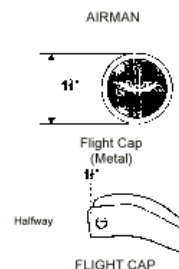
**Belt, Buckle & Gig Line** – For all males, and for females with belt loops, the belt is mandatory. Silver tip end of the belt extends beyond the buckle facing the wearer's left; no blue fabric shows. Woven cotton web or elastic, solid or woven, belt with matching silver-color metal tip and buckle (oxidized silver or chrome-like finish).

Gig Line refers to the line that is formed by the button fly portion of your shirt, your buckle, and the fly portion of your pants. This "line" should be straight down your shirt, across the buckle, and down the pants fly. The line must cross the buckle where the slight indentation is on the left side of the buckle.

**Headgear** – Your flight cap must fit on your head correctly. Males may not have any hair showing out of the front, while females may. The airman hat device is placed 1.5" in from the front and centered.



**Shoulder Patch** – Your Wing patch is worn on the left shoulder. It is to be centered off of the epaulet (not the back seam!) and 1/2" below the shoulder seam. Your commander must decide whether your unit places creases in your shoulder patch or not.



Pants/Trousers/Slacks/Skirts – Your pants must fit correctly and be the proper length. When you wear your pants there must only be one “break” in the leg before your pants meet the top portion of your shoe. For skirts, the skirt must fall between the top of the kneecap and the bottom of the kneecap.

Shoes – Your shoes must be all black and must be plain. They should be polished to a high shine. Some units allow their cadets to purchase pre-polished shoes, called patent leather, while others restrict that to only officers. You must wear black socks.

Other items – There are many little things that you must pay attention to when in uniform. The sign of a disciplined cadet is one who pays attention to even the most minor of details. Here are some common errors that you will want to avoid:

- Earrings: Only females may wear earrings and only one in each ear. It must be a small hoop or post and must be gold or silver in color.
- Rings: Jewelry is permitted but must be conservative and no more than three at any time.
- Hair devices: Females who put their hair up may do so. However the berets, bands, etc. that are used must match the color of your hair. Large ribbons, clips, scrunchies, etc. are forbidden.
- Hair color: Your hair color must complement your skin tone in a conservative fashion. No blue, green, pink, purple, etc hair color.

Your uniform is a reflection of you. Be proud of it and treat it well. Iron it and wash it frequently. Your BDU uniform is important too. Iron pockets and collars so they appear crisp. Check CAPM 39-1 for the proper placement of patches before putting them on to prevent doubling the work. Above all you must understand that your uniform tells the world what kind of cadet you are and how much discipline you have. You only get one chance to make that



NOTES:

1. Grade Insignia: Regular size metal chevron on right side of collar.
2. CAP Lapel/Collar Insignia: Highly polished, metal device worn on left side of the collar. Cadet members without grade wear this insignia on both sides of the collar.
3. CAP Aviation Badge and Specialty Insignia: Highly polished, worn 1/2 inch above ribbons or pocket if ribbons are not worn.
4. Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges. Wear all or none.
5. Nameplate: Blue, three-line, rests on but not over top edge of right pocket, centered between left and right edges.
6. CAP Specialty Badges: Worn centered below the pocket flap on the left breast pocket and/or on right breast pocket between left and right edges and bottom of flap and pocket.
7. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
8. Tie Tack or Bar: Center tie tack or tie bar (silver metallic with CAP crest or Air Force coat of arms) between bottom edge of knot and bottom (tip) of tie.

Figure 2-11. Men's Short-sleeve Shirt (Cadet Airmen)



NOTES:

1. Grade Insignia: Metal chevron on right collar.
2. CAP Lapel/Collar Insignia: Highly polished, metal on left side of collar. Cadet members without grade wear metal device on both sides of collar.
3. "Civil Air Patrol" Tape: Ultramarine blue with white letters worn centered immediately above the left breast pocket.
4. Cloth Name Tape: Ultramarine blue with white letters, worn centered immediately above the right breast pocket (only last name will be used).
5. Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
6. CAP Specialty Patches: Embroidered, worn on the lower portion of the left breast pocket between left and right edges and bottom of flap and pocket.

first impression.

#### **Section Four Review Questions**

1. What CAP manual prescribes the rules of wearing CAP uniforms? \_\_\_\_\_
2. For each of the following measurements, put the corresponding uniform item next to it:
  - ½" from shoulder seam and centered: Wing Patch (example)
  - 1" up, parallel with front edge of collar, and centered: \_\_\_\_\_
  - 1 ½" inches in and centered: \_\_\_\_\_
  - Falls between the top and bottom of kneecap: \_\_\_\_\_
  - No more than 3" bulk for females: \_\_\_\_\_
  - Rests upon the top of the left breast pocket: \_\_\_\_\_
3. If Cadet Sarah Smith has blond hair and puts it up when in uniform, which of the following rubber band colors should she use?  
Blue      Green      Purple      Yellow      White      Blond      Brown
4. Cadet Willis likes to wear his uniform a lot. Over the past two weeks you've seen him all over town in it. The following is a list of places you've seen him while in his uniform. Place an "x" next to the places that he shouldn't have been wearing it:
  - ☐ You stopped at McDonald's and saw him working the fry machine in BDU's
  - ☐ You went with your grandfather to the local VFW post and saw him there making a presentation about CAP in his blues
  - ☐ You stopped at Denny's about 30 minutes after the meeting and saw him there with his parents in his blues.
  - ☐ You went to a rally for your Squadron Commander, Maj John Puhlie, who is also running for city mayor, and saw Willis handing out CAP brochures and "elect Puhlie he's no stoolie" buttons in his BDU's.
5. What color socks do you wear in blues if you are a male cadet or a female cadet with slacks? \_\_\_\_\_
6. Why is it important to wear a proper uniform? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. The Air Force lets CAP members wear their uniform. This makes wearing the uniform a \_\_\_\_\_ and not a \_\_\_\_\_.
8. Cadets wear b\_\_\_\_\_ nameplates while seniors wear g\_\_\_\_\_ nameplates

## Section Five – Customs, Courtesies, and Drill

Besides wearing your uniform, mastering drill and mastering customs and courtesies are other important responsibilities of the Phase I and II cadet. The CAP Cadet Program works from the military heritage given to us by our Air Force partners. From this heritage we develop and share military customs and courtesies. The Cadet Program uses military drill as one of its primary instructional tools to teach leadership. In drill you begin from the basic and move to the advanced. You also move from the simplest of followers, as an element leader, and can move to the most complex of commanders, directing the actions of an entire Wing during a Pass-In-Review.

### Drill Terms

To know what to do, you must first have a common frame of reference to work from. Many of these terms should be familiar to you, but some will be new. These terms have been taken directly from AFMAN 36-2203, which CAP uses as its Drill & Ceremonies Manual. Not all the terms have been taken, but the ones you must be familiar with have. Study them carefully and commit them to memory.

**Alignment.** Dress or cover.

**Cadence.** The uniform step and rhythm in marching; that is, the number of steps marched per minute.

**Center.** The middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element

**Cover.** Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.

**Depth.** The total space from front to rear of any formation. An individual's depth is considered to be 12 inches.

**Distance.** The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.

**Double Time.** The rate of marching at 180 steps (30 inches in length) per minute.

**Dress.** Alignment of elements side by side or in line maintaining proper interval.

**Element.** The basic formation; that is, the smallest drill unit comprised of at least 3, but

usually 8 to 12 individuals, one of whom is designated the element leader.

**File.** A single column of persons placed one behind the other.

**Flight.** At least two, but not more than four, elements.

**Formation.** An arrangement of units.

**Front.** The space occupied by a unit, measured from flank to flank. The front of an individual is considered to be 22 inches.

**Guide.** The airman designated to regulate the direction and rate of march.

**In Column.** The arrangement of units side by side with guide and element leaders to the head.

**In Line.** The arrangement of units one behind the other with the guide and element leader to the extreme right flank.

**Interval.** The space between individuals placed side by side. A normal interval is an arm's length. A close interval is 4 inches.

**Inverted Column.** The arrangement of units side by side with guide and element leaders to the rear.

**Inverted Line.** The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

**Mark Time.** Marching in place at a rate of 100 to 120 steps per minute.

**Pace.** A step of 24 inches. This is the length of a full step in quick time.

**Quick Time.** The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

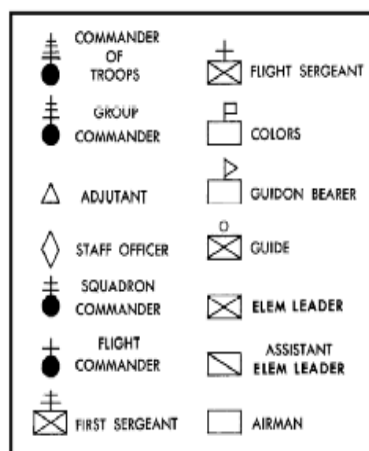
**Rank.** A single line of persons placed side by side.

**Slow Time.** The rate of marching at 60 steps per minute (used in funeral ceremonies).

**Step.** The distance measured from heel to heel between the feet of an individual marching.

**Unit.** Any portion of a given formation.

In teaching drill, symbols are often used to indicate the position of certain persons and units. The following are drill symbols you should know:



### Customs & Courtesies

In both the civilian world and the military world we have customs and courtesies. Customs are those things we do because the group we belong to obligates us to. Courtesies are those things we do because we are disciplined, civil persons who believe in being courteous and polite. The following are some of the more common military customs and courtesies we follow in CAP.

**Saluting** – Saluting comes to us from the Middle Ages when knights would raise their visors with their right hand as a sign of friendship or peace. From that display has evolved today's salute, which is a sign of respect amongst military personnel. As a Basic in CBT or cadet airman or NCO in the squadron, you are required

to salute:

- ✓ All CAP Cadet and Senior officers
- ✓ All officers of the United States military
- ✓ All officers of nations friendly to the United States
- ✓ All recipients of the Congressional Medal of Honor
- ✓ The President of the United States
- ✓ The U.S. Flag
- ✓ Vehicles that indicate the grade of the person inside the vehicle (watch for flags or license plates)

You salute any of the above when you are seven paces in front of the person/flag/car and hold the salute until it is returned or until seven paces beyond the person/flag/car. All salutes should be accompanied by a greeting of some sort ("Good morning, ma'am or Good evening, sir"). You do not salute indoors unless formally reporting. You do salute outdoors unless:

- you are carrying articles in both hands
- part of a formation
- in a non-saluting area
- part of a work detail
- at a public gathering such as a sporting event



*Addressing with titles* – As a Basic you are expected to address everyone by their proper titles, fellow cadets and seniors alike. For fellow cadets you should use their grade or general grade category such as Airmen, Sergeant, etc. For cadet and senior officers you must use either their grade or sir/ma'am as appropriate to their gender. For example you would address Captain Smith as either "Captain Smith" or "sir" (if Captain Smith is male). These titles should end every statement you make when talking with an officer or staff member. Higher-ranking officers may address you by your name, your grade, or "Basic."

*Coming to attention when an officer is present* –

**Hallways & Stairways** – Whenever you are in a hallway or stairway and an officer walks towards you, you must stop, turn so your back is to the wall, be flush with the wall, and come to the position of attention. You may resume your normal walk once the officer has passed. This is sometimes referred to as "making a hole" or "hitting the wall." You should also do this for any CBT Staff member.

**Rooms** – When an officer enters a room, the first person to see the officer must call the room to attention. The exceptions to this rule are as follows:

- If another officer, of higher grade, is already present in the room
- If there is a class or official meeting going on in the room
- If the occupants of the room are conducting an official work detail

**Other times** – Anytime that an officer steps in front of you, you should come to attention. This applies to formations and other times around the squadron. If you are walking outside you do not come to a stop or come to attention, instead you salute and say a proper greeting.

**Covers** – Whenever you are outside you must have a cover (hat) on your head. In blues this will be your flight cap, in BDU's it will be your BDU cover, and in the CBT Uniform it will be your baseball cap. When you are in a vehicle you wear or do not wear your cover depending on what the senior ranking person is doing. The exception to the cover rule is that we do not wear covers on the flight line.



**Section Five Review Questions**

1. Identify the proper number of steps per minute for:
  - Quick Time:
  - Slow Time:
  - Double Time
2. Why do we drill in the CAP Cadet Program?
3. If you are in the flight, and your element leaders are to your left what formation are you in?
4. There is a Major, two C/A1C's, and a C/MSgt in a room. C/Lt Col McTie walks into the room. Do you call the room to attention? Why or why not?
5. We always salute the President because he is also the C\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.
6. If you approach an Air Force CMSgt, who is a 20-year veteran, do you salute her? Why or why not?
7. What always accompanies a salute when not in formation?
8. When talking, calling, emailing, or writing to a superior officer – what do you always use when addressing him/her?
9. Being courteous and following military customs shows you have what?
10. If you are outside the barracks you must have what on your head?